

Recognized Neighborhood Associations: Reserving City Space Guidelines

I. Overview

These guidelines have been created to provide Neighborhood Associations with details and instructions for reserving City space. As stated in the City of Edina's [Recognized Neighborhood Association Policy](#) under Additional Benefits, Meeting Space:

City-owned meeting space available for public use will be offered free of charge for any Neighborhood Association meetings or events that are free to the public (no charge). If City staff are required to open or monitor the building, the Neighborhood Association may be charged a recovery fee. City-sponsored meetings and programming will take precedence over Neighborhood Association meetings, and Neighborhood Association meetings may be "bumped" from a City facility with a minimum of 30 days' notice.

II. Parks and Recreation

Available Space. Parks and Recreation operates nearly [40 parks](#), and several of them offer space (pavilions, picnic shelters, warming houses) for meetings. Reservations may be booked up to **one** year in advance, unless otherwise noted (see Enterprise Facilities).

Reservation Requirements. Rental at some facilities require the pick-up and return of building keys during regularly scheduled business hours.

Recognized neighborhood associations are expected to leave rented space in the condition it was found, including clean all trash, litter, decorations, and supplies upon completion of the rental.

Reservation Priority. Reservations are made on a first-come, first-serve basis but are not guaranteed. Reservations may be cancelled with at least 30 days' notice for any City-sponsored meeting, programming, or event.

Rentals that are subject to priority use policies include:

- Outdoor Athletic Facilities Priority Use Policy
- Braemar Arena Priority Use Policy
- Aquatic Center Priority Use Policy

Reservation Fees. City-recognized Neighborhood Associations will not be charged fees for parks, picnic shelters, pavilions, outdoor athletic facilities (fields, rinks, basketball courts, batting cages, ice rinks) or warming houses.

Recognized neighborhood associations *may* be charged a fee to use park space for any of the following reasons:

- If the Neighborhood Association event taking place is not free and open to the general public
- If City staff are required to open, close, or monitor a building or space due to the timing of the rental (i.e. the rental takes place outside of normal business hours)
- If post-meeting/event, the space requires significant cleaning in addition to regularly scheduled maintenance, an hourly cleaning rate will be charged
- If the reservation is for the use of an Enterprise Facility (see Enterprise Facilities list below)

Fees charged to Recognized Neighborhood Associations will be based on the annual Park and Recreation Fee Schedule approved annually by the City Council.

Reservation Contact.

Parks and Recreation Department
952-826-0437
vnorine@edinamn.gov

Enterprise Facilities. Not all enterprise facilities are available to recognized neighborhood associations (see list below). Recognized neighborhood associations with an Enterprise Facility within their adopted boundaries are able to reserve one free, 4 hour rental at the facility located in their neighborhood per year. Reservations for enterprise facilities may be booked up to one year in advance

Enterprise facilities available:

- [Braemar Golf Course and Clubhouse](#)
- [Edinburgh Park](#)
- [Centennial Lakes Park and Pavilion](#)

Enterprise facilities not available:

- Golf Dome
- Braemar Arena and Sports Dome
- Aquatic Center
- Art Center

III. City Hall

Available Space. Space in City Hall may be reserved during evenings and weekends (not available during working hours 8:00 am to 4:30 pm) and will be subject to City of Edina's Public Meeting Room Policy. City Staff reserves the right to prioritize reservations. Reservations may be booked up to one year in advance.

City Hall contains two public meeting rooms (Community Room and Mayor's Conference Room) and two "special use" areas (Council Chambers and the West Foyer). Details about each room are highlighted in the table below.

Room	Capacity	Room Contents/Technology
Council Chambers	88	This room has a sophisticated video camera presentation system and studio lighting. Only people designated by the City may operate the equipment.
Community Room	22	This room has sophisticated computer presentation equipment. When possible, it is desirable that a City staff member be present to operate the presentation equipment. For other authorized organizations, a designated individual must have received training on the operation of the equipment prior to the day of the meeting.
Mayor's	14	No computer or projector is available; however, the room contains a screen for portable devices.

Reservation Requirements. Recognized neighborhood associations are expected to leave space in the condition it was found.

Reservation Priority. Reservations are made on a first-come, first -serve basis but are not guaranteed. Reservations may be cancelled with at least 30 days' notice for any City-sponsored meeting, programing, or event.

Reservation Fees. Recognized neighborhood associations will not be charged for using City Hall meeting space.

Recognized neighborhood associations *may* be charged a fee to use City Hall space for any of the following reasons:

- Staff needs to be on site to assist with or operate audiovisual equipment.
- If the Neighborhood Association event taking place is not free and open to the general public
- If City staff are required to open, close, or monitor a building or space due to the timing of the reservation

Reservation Contact.

Neighborhoods Liaison

neighborhoods@edinamn.gov

IV. **Senior Center**

Available Space. The Senior Centers business hours are 8:00 am to 4:30 pm. There are several rooms available for reservation on weekdays, evenings, and the weekends. Reservations may be booked up to one year in advance.

Room	Capacity	Room Contents/Technology
Sherwood Room	35	Square tables with chairs. This room has a projector, screen and whiteboard.
Classrooms (2,3,4)	40+	Each class room has table and chairs. Their sizes are different.
Fireside Room	100	Several square tables with chairs, access to kitchen (catering), fireplace. You can request a projector and screen from the Senior Center.
Aquarium Room	25	Large rectangle tables, chairs, whiteboard, sink
Grandview Room	100	Mirrored wall, dance floor, large windows, CD player.

Reservation Requirements. Recognized neighborhood associations are expected to leave space in the condition it was found.

Reservation Priority. Reservations are made on a first-come, first -serve basis. Reservations may be cancelled with at least 30 days' notice for any City-sponsored meeting, programing, or event.

Reservation Fees. Recognized neighborhood associations will not be charged for using Senior Center meeting/event space.

Recognized neighborhood associations *may* be charged a fee to use Senior Center space for any of the following reasons:

- If the Neighborhood Association event taking place is not free and open to the general public
- If post-meeting/event, the space requires significant cleaning in addition to regularly scheduled maintenance, an hourly cleaning rate will be charged
- If City staff are required to open, close, or monitor a building or space due to the timing of the reservation

Reservation Contact: To reserve a room call the Senior Center at 952-833-9570.

V. School District

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